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Chief, Management Staff

16 April 1956

Chief, O&M Staff (DD/I and DD/E Areas)

FILED:  
RETURN TO  
RECORDS MANAGEMENT DIVISION

Work Report, Week Ending 12 April 1956.

1. Project 6-25, Personnel Records Survey. Survey report presented to Messrs. [redacted] and at the request of Mr. [redacted] a chart was prepared showing details as to the use of the Employee Record Card, OF-4b; Career Service Board Card, 37-160; and similar cards. The chart will include about 30 to 40 card files located by the survey.

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2. Project 6-16, Survey of Personnel Procedures. The manpower control installation in Commo is progressing satisfactorily, with 75% of the necessary conversion documents processed by the Office of Personnel. The April machine runs will reflect the new T/O and the Development Complement. The Career Service Board operation in DD/P is being studied, in order to make plans for the extension of the system to that area and to the DD/S Area.

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3. Project 5-80, Review of Procedures, Printing Services Division. Recommended changes in procedures and forms for the Stock and Supply Branch have been prepared. Consideration of the recommendations must await the return of the Chief, PSD.

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4. Project 5-1a, Fiscal Division. A new Chief has been appointed for the Payroll Branch and further mechanization of the payroll operation is under consideration. These facts have been incorporated in a rewrite of the Fiscal Division Survey Report and staff study which will be presented next week.

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5. Project 6-24, Survey of Separation Procedures. Interviews with EE completed and interviews with NEA are continuing. EE provides no internal clearances with separating personnel including property and documents. No notification is given to the Office of Personnel as to separations until the SF 52 is prepared. The Chief, Admin of EE has agreed to arrange to have Personnel notified by telephone in advance of submittal of SF 52 in order to reduce the possibilities of personnel leaving with obligations to the Agency. Facts gathered so far in the DD/P Areas reveal that certain components require more internal deprocessing than necessary in view of other checks that are made and other components require too little. Also it is apparent that some components are keeping records on financial transactions involving its personnel that duplicate records in Finance Division. It is apparent that the Office of the Comptroller should exercise its responsibility for developing the necessary financial records of operating components and to assist in the elimination of duplicate or unnecessary documentation.

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6. Project 5-46, ALINT Study [REDACTED]. No change in status. 25X1A9a
7. Project 5-73, OSI Reorganization [REDACTED]. Memorandum to the DD/S forwarded. The Acting Executive Officer will request from the OSI branches submittal of functional statements as soon as the new Office T/O is approved. 25X1A9a
8. Project 5-62a, Survey of Industrial Register [REDACTED]. No change in status. 25X1A9a
9. Project 5-62, Study of All Registers, OCR [REDACTED]. Preparation of report to the AD/CR has begun. 25X1A9a
10. Project 5-72, Cartographic Support Regulation [REDACTED]. No change in status. 25X1A9a
- 25X1A9a 11. Project 6-21, Study of Agency Clipping Services Provided by OCR and DD/P [REDACTED]. Data on this problem are still being gathered.
12. Project 6-14, Study of Overtime Practices. Miss [REDACTED] was contacted and stated that the project had been deferred because of more urgent activities. 25X1A9a
- 25X1A9a 13. Project 6-28, Transfer of Slots From Field to Headquarters, Office of Security [REDACTED]. As a result of discussions with the Director of Security, this project has been enlarged in scope to include a study of a retrenchment in the Inspection Staff to strengthen other components and the institution of a Foreign Staff in the Office of the Director. Analyses of organizational aspects, staffing and work measurement are in process to support the justification of the headquarters slots.
14. Analysis of Manpower Survey [REDACTED]. Further work has been suspended pending instructions from the DD/S. 25X1A9a
15. Production Control System, Photo Intelligence Division OCR, [REDACTED]. No change in status. 25X1A9a
- 25X1A9a 16. Reduction of T/O to Ceiling, Offices and Staffs of the DD/S [REDACTED]. The request for reduction in T/O by OTH has been received together with some minor organizational changes. The Administrative Officer of the Medical Staff has stated that the Chief, Medical Staff and the DD/S have reached an agreement relative to ceiling for the Medical Staff. Mr. [REDACTED], Special Assistant to the DD/S, states that a memorandum is in the mail from the DD/S to Personnel and Management outlining the agreement reached. Upon receipt of the Medical Staff ceiling, a meeting will be held with appropriate officials to delete positions on the T/O. Upon completion of this, the only office which will be out of line will be the SSA.
- 25X1A9a 17. OCI Reorganization and Reduction of T/O to Ceiling [REDACTED]. No change in status. 25X1A9a

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